

# Kentucky Real Estate Commission

## AOC REQUEST FORM

The process to obtain Kentucky criminal background checks through the CourtNet Disposition System are as follows:

Requesting a criminal background check for the purpose of obtaining a license with the Kentucky Real Estate Commission (using the optional affidavit process) requires a **\$15.00 fee** (Check or money order made payable to the **KENTUCKY STATE TREASURER**). Fill out this form completely. The report will be returned to you. If you have any questions, please contact the Records Unit Division at (502) 573-1682 or (800) 928-6381.

Mail request to this address: **ADMINISTRATIVE OFFICE OF THE COURTS  
RECORDS UNIT DIVISION  
100 MILLCREEK PARK  
FRANKFORT KY 40601**

PLEASE PRINT OR TYPE THE INFORMATION CLEARLY

|                               |   |                          |                         |
|-------------------------------|---|--------------------------|-------------------------|
| <u>Last Name</u>              | <u>First Name</u>                                   | <u>Middle Name</u>       | <u>(Jr., Sr., etc.)</u> |
| <u>Social Security Number</u> | <u>Date of Birth</u><br>Mo. ____ Day ____ Year ____ | <u>Alias/Maiden Name</u> |                         |
| <u>Address</u>                | <u>City</u>   | <u>State</u>             | <u>Zip</u>              |

I understand that failure to accurately provide the information requested may result in my prosecution under K.R.S. 523.100

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Date

|  |                     |
|--|---------------------|
| Kentucky Real Estate Commission<br>10200 Linn Station Rd., Suite 201<br>Louisville, KY 40223<br>502-429-7250 or 888-373-3300<br>Contact: Patricia Farris | For Office Use Only |
|--|---------------------|

If you fail to comply with all procedures outlined above, your request for this report will not be processed and the documents will be returned to you.